

Imperial International School
Test Paper 1 – 2024 -25
Class – X
Subject – Information Technology

1. A _____ is a collection of all formatting information, which you want to save and then apply on the document.
(a) Template (b) Word Wrap
(c) alignment (d) **Styles**
2. What is the shortcut key to open window explorer window?
(a) Alt + E (b) **Win + E**
(c) Win + W (d) Win + O
3. In which menu is table of content exist?
(a) File (b) Edit
(c) **Insert** (d) Format
4. Which one of the following is not a Wrapping option?
(a) Wrap left (b) Wrap right
(c) Wrap through (d) **Wrap up**
5. Which of the following can be used to access a style menu?
(a) F11 function key (b) Sidebar Menu
(c) Formatting toolbar (d) **All of these**
6. To add a graphic as a background of the ToC, select the _____ button in the Background tab of the Table of Contents, Index or Bibliography dialog box.
(a) Image (b) background image
(c) **bitmap** (d) None of the above
7. Statement 1: Embedding photo saves a copy of the photo in the document.
Statement 2: Embedding photo does not increase the size of the document.
(a) **Only Statement 1 is True**
(b) Only Statement 2 is True
(c) Both Statement 1 and Statement 2 is True
(d) Both Statement 1 and Statement 2 is False
8. _____ is a preset layout that helps to create professional and/or formal documents easily.
(a) **Template** (b) Styles
(c) ToC (d) Track Changes
9. Writer provides _____ style categories.
(a) **six** (b) five
(c) four (d) seven
10. Which image filter joins group of pixels into a single area of one colour?
(a) Solarisation (b) **Mosaic**
(c) Sharpen (d) Relief
11. All the changes that are recorded can be either accepted or rejected by the _____.
(a) Every author (b) **Original author**

- (c) Both (a) and (b) (c) None of the Above
12. _____ allows you to shift your focus from appearance of the document to the content of document.
 (a) **Style** (b) Template
 (c) Anchor (d) Writer
13. _____ is the process of reducing or enlarging the size of the image.
 (a) Rearranging (b) **Resizing**
 (c) Anchoring (d) Wrapping
14. To view the Track Changes toolbar, from main menu bar, select _____.
 (a) View> Track Changes (b) Insert> Toolbars> Track Changes
 (c) **View > Toolbars > Track Changes** (d) Insert > Toolbars >Track Changes
15. _____ Styles allows to format a frame by specifying its size, position, border and how the text is placed around the picture.
 (a) Table (b) **Frame**
 (c) Border (d) List
16. By dragging the_____, one can resize both the width and the height of the image simultaneously.
 (a) left handle (b) right handle
 (c) upper handle (d) **corner handle**
17. Which of the following is NOT true about Table of Contents, Index or Bibliography dialog box?
 (a) **It has four tabs**
 (b) On the Type tab, by default, the checkbox for Protected against Manual Changes option will be selected.
 (c) The Styles tab contains options to change the background colour.
 (d) None of the above
18. Which one of the following is not an option under group option.
 (a) **Create Group** (b) Ungroup
 (c) Enter Group (d) Exit Group
19. Which of the following is the correct sequence of options to open the Templates dialog box?
 (a) File > Manage Templates > Templates
 (b) **File > Templates > Manage Templates**
 (c) Insert > Templates >Manage Templates
 (d) Insert > Manage Templates > Templates
20. _____is used to style scattered – Pages, Frames, Tables, Lists, Paragraphs or Characters in a document.
 (a) From Selection (b) Predefined styles
 (c) **Fill format** (d) Default Styles
21. _____allows the vertical or horizontal placement of the image with respect to its anchor.
 (a) **Alignment** (b) Anchor
 (c) Word Wrap (d) Arrangement

22. Which of the following is the shortcut key to start recording the changes being made in the document?
- (a) Ctrl + Shift + C (b) Alt + Shift + C
(c) Ctrl + Alt + C (d) Shift + C + F2
23. In LibreOffice Writer, what is the shortcut key to open the New template dialog box?
- (a) Ctrl + N (b) Ctrl + Shift + N
(c) Ctrl + Shift + P (d) Alt + N
24. Which one of the following is not a method of applying styles.
- (a) From Selection (b) Drag and Drop
(c) Fill Format (d) None of these
25. What is the file extension for a template in LibreOffice Writer?
- (a) .odt (b) .ott
(c) .odp (d) .ods
26. Using _____, allow you to use them as a Book Mark for browsing the document.
- (a) predefined Heading Style (b) user-defined Heading Style
(c) predefined Bookmark Style (d) user-defined Bookmark Style
27. _____ option displays its style along with the name in the list
- (a) Make preview (b) Load preview
(c) Create preview (d) Show preview
28. Clicking on _____ button, turns on the Track Changes feature.
- (a) Record Track changes (b) Track changes
(c) View Track changes (d) Edit Track changes
29. What is the keyboard shortcut for opening a style?
- (a) F 1 (b) F10
(c) F 11 (d) F7
30. _____ styles defines basic page layout like page size, its margin, placement of header and footer, footnote, borders and background.
- (a) Page (b) Paragraph
(c) Character (d) Frame
31. Which key is used to disable fill format?
- (a) F11 (b) Alt
(c) Esc (d) pause
32. Clicking on this button displays all the changes made in the document by different users.
- (a) Record Track changes (b) Track changes
(c) View Track changes (d) Edit Track changes
33. Image toolbar does not provide a tool for _____.
- (a) filtering (b) copying
(c) cropping (d) flipping
34. _____ styles cannot be updated by drag and drop method.
- (a) Predefined (b) User-defined
(c) Template (d) Page

35. A digital Image is represented in _____.
- | | |
|-------------|-----------|
| (a) vectors | (b) nodes |
| (c) pixels | (d) bits |

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Test Paper 2 -2024-25

Class - X

Subject IT

1. What is the purpose of the Consolidate function in a spreadsheet?
- (A) To format the data in a sheet
- (B) To combine and summarize data from multiple sheets**
- (C) To protect the spreadsheet

- (D) To filter data in a sheet
2. Which menu path opens the Consolidate dialog in Calc?
- (A) Tools > Consolidate (B) Data > Consolidate
(C) Insert > Consolidate (D) View > Consolidate
3. What is the default function seen in the Function dropdown when using the Consolidate tool?
- (A) Average (B) Count
(C) **Sum** (D) Min
4. Why is the "Link to source data" option checked during consolidation?
- (A) To prevent data from being edited
(B) **To make modifications automatically update in the consolidated sheet**
(C) To hide the source data
(D) To format the data in a specific way
5. Which keyboard shortcut opens the Consolidate dialog window in Calc?
- (A) ALT + D (B) CTRL + C
(C) SHIFT + S (D) ALT + S
6. What is the function of Group and Outline in Calc?
- (A) To create pivot tables
(B) To filter data
(C) **To group rows and columns and create an outline**
(D) To sort data in ascending order
7. Which tool automatically creates groups and applies functions like sum and average?
- (A) Sort tool (B) **Subtotal tool**
(C) Filter tool (D) Pivot table tool
8. What is the purpose of the Scenario tool in Calc?
- (A) To apply conditional formatting
(B) To create a chart
(C) **To explore and compare various alternatives depending on changing conditions**
(D) To highlight duplicates
9. How can you open the Scenario dialog window in Calc?
- (A) Tools > Goal Seek (B) View > Scenarios
(C) **Tools > Scenarios** (D) Data > Scenarios
10. What does the Multiple Operations tool create?
- (A) A summary table of data
(B) A pivot chart
(C) **A formula array displaying results for a list of alternative values**

- (D) A filtered list
11. Which of the following best describes the Goal Seek feature?
- (A) It highlights duplicates in data
- (B) It finds the input for a desired output**
- (C) It groups data based on criteria
- (D) It formats text to bold
12. What is a macro in Calc?
- (A) A formula that performs arithmetic
- (B) A single instruction that executes a set of instructions**
- (C) A function for linking sheets
- (D) A charting tool
13. What is the default name of a macro in Calc?
- (A) Macro1 (B) Default
- (C) Main** (D) Script1
14. What happens if multiple macros are given the same name?
- (A) The system assigns a unique name automatically
- (B) The previous macro gets overwritten**
- (C) The macros are merged
- (D) An error is displayed
15. Which keywords mark the beginning and end of macro code in Calc?
- (A) Macro and End Macro (B) Start and Finish
- (C) Sub and End Sub** (D) Begin and End
16. Which menu option allows you to insert a new sheet?
- (A) File > New Sheet (B) Edit > Insert Sheet
- (C) Sheet > Insert Sheet** (D) Data > Insert Sheet
17. What is stored in an absolute hyperlink?
- (A) The name of the document (B) The relative path of the file
- (C) The complete location of the file** (D) The file type only
18. What does a relative hyperlink store?
- (A) The complete path of the file
- (B) The name of the document only
- (C) The location relative to the current file location**
- (D) The file format information
19. Which menu option do you select to insert a hyperlink in Calc?
- (A) File > Link (B) **Insert > Hyperlink**
- (C) Tools > Hyperlink (D) View > Hyperlink
20. What is the purpose of the Target button when inserting a hyperlink?
- (A) To change the font style of the hyperlink

- (B) To add a description to the hyperlink
 - (C) **To choose the sheet to be hyperlinked**
 - (D) To preview the hyperlink
21. **How do you open a hyperlinked sheet in Calc?**
- (A) Double-click on the hyperlinked word
 - (B) Right-click and select "Open"
 - (C) Press the Alt key and click on the hyperlink
 - (D) **Press the Ctrl key and click on the hyperlinked word**
22. **Which menu option is used to share a spreadsheet in Calc?**
- (A) File > Share Document
 - (B) Data > Share Spreadsheet
 - (C) **Tools > Share Spreadsheet**
 - (D) Edit > Share Sheet
23. **In Calc, the comments are added _____.**
- (A) automatically
 - (B) by author
 - (C) **by reviewer**
 - (D) **all of above**
24. **After activating record changes, the border color of the changed cell will be _____.**
- (A) **Red**
 - (B) Yellow
 - (C) Green
 - (D) Blue
25. **Where is macro saved by default?**
- (A) Macro Library
 - (B) **Standard Library in Module1**
 - (C) User's Folder
 - (D) Macro Manager

Imperial International School
Test Paper 3 - 2024-25
Class - X
Subject - Information Technology

1. **What constitutes raw facts?**
- (A) **Data**
 - (B) Database
 - (C) Information
 - (D) Query
2. **What is the processed or organized form of data called?**
- (A) Form
 - (B) Query
 - (C) **Information**
 - (D) Data
3. **What is a collection of logically related data items stored in an organized manner called?**
- (A) Report
 - (B) Form
 - (C) **Database**
 - (D) Query
4. **What is the software used to create, update, and retrieve data?**

- (A) Query (B) Spreadsheet
(C) Database (D) **DBMS**
5. **What is the structure that describes how data is stored and retrieved called?**
(A) **Data Model** (B) Form
(C) Query (D) Report
6. **In which data model is data organized into a tree-like structure?**
(A) **Hierarchical Data Model** (B) Relational Data Model
(C) Network Data Model (D) Object-oriented Data Model
7. **Which data model is considered as an inverted tree where the master is at the bottom and branches contain linked information?**
(A) Flat File Data Model (B) **Network Data Model**
(C) Relational Data Model (D) Hierarchical Data Model
8. **Which data model is based on setting relationships between two or more tables?**
(A) Document Data Model (B) Hierarchical Data Model
(C) **Relational Data Model** (D) Network Data Model
9. **Who proposed the Relational Database Model in 1970?**
(A) Alan Turing (B) Tim Berners-Lee
(C) **E. F. Codd** (D) Charles Babbage
10. **Which key helps to build a relationship between two tables?**
(A) **Foreign Key** (B) Composite Key
(C) Candidate Key (D) Primary Key
11. **What is used to retrieve desired information from a database?**
(A) Form (B) Table
(C) **Query** (D) Report
12. **What is a collection of logically related records called?**
(A) Form (B) Report
(C) **Table** (D) Field
13. **What uniquely identifies a row in a table?**
(A) Foreign Key (B) **Primary Key**
(C) Candidate Key (D) Secondary Key
14. **In which format can the output of a query be displayed?**
(A) Records (B) **Reports**
(C) Forms (D) Tables
15. **With which extension is a database in Base saved?**
(A) .sql (B) **.odb**
(C) .dbs (D) .db
16. **Which keyboard shortcut is used to open an existing database?**
(A) Ctrl+N (B) **Ctrl+O**
(C) Ctrl+S (D) Ctrl+P
17. **What does the Table Wizard in Base contain?**
(A) **Ready-made tables** (B) Custom queries
(C) Form controls (D) User-created tables
18. **Which key is used to delete a record from the keyboard?**
(A) **Del** (B) Ctrl+X

- (C) Shift+Del (D) Backspace
19. How many types of relationships can be set up between tables in a relational database?
(A) Four (B) Two
(C) Five (D) **Three**
20. In which type of relationship does one specific record of a master table have one corresponding record in a transaction table?
(A) One-to-Many (B) Many-to-Many
(C) **One-to-One** (D) Self-referencing
21. What label is used for the primary key side in relationships?
(A) 'm' (B) 'n'
(C) '1' (D) 'p'
22. What principle states that no unmatched foreign key values should exist in a database?
(A) Domain Integrity (B) Structural Integrity
(C) Entity Integrity (D) **Referential Integrity**
23. How many ways can a query be created?
(A) One (B) **Three**
(C) Four (D) Two
24. By default, what is the name of a query?
(A) NewQuery (B) Default_Query
(C) Query1 (D) **Query_Events**
25. What contains field controls arranged in a presentable and user-friendly manner?
(A) Report (B) Table
(C) Query (D) **Form**
26. What does the Forms control toolbar contain?
(A) Custom queries (B) Data models
(C) **Various controls** (D) Database tables
27. What is a small piece of text that appears when the mouse hovers over a control called?
(A) Note (B) Label
(C) Tooltip (D) **Header**
28. What type of report is set by default?
(A) Static (B) Custom
(C) Manual (D) Dynamic
29. Which are the two ways to create a form?
(A) Using Templates, Using Form Controls
(B) Using Pre-built Forms, Using Drag-and-Drop
(C) Using a Wizard, Using the Query Builder
(D) **Using a Wizard, Using Design View**
30. What type of report changes as the field values in the base table or query change?
(A) Static (B) **Dynamic**
(C) Filtered (D) Summarized

Imperial International School
Test Paper 4 - 2024 -25
Class - 10
Subject - Information Technology (402)

1. A _____ is something that can cause harm to people:
(A) Risk (B) Hazard
(C) Accident (D) Threat
2. OH&S stands for:
(A) Occupational Health and Standards (B) Official Hazard Systems
(C) **Occupational Health and Safety** (D) Operational Hazard and Safety
3. To ensure workplace safety, you should:
(A) Repair all equipment only when convenient
(B) **Ensure proper lighting and repair damages immediately**
(C) Use damaged equipment temporarily
(D) Ignore lighting issues if minor
4. Health includes the well-being of which systems in the body?
(A) **Respiratory, cardiovascular, and nervous systems**
(B) Skin and sensory systems only
(C) Digestive and immune systems
(D) Only muscles and bones
5. Hazards while using computers include:
(A) Poor posture and prolonged sitting (B) Exposure to bright lights
(C) Repetitive strain injuries (D) **All of the above**

6. Which of the following can help reduce computer-related health issues?
- (A) Increasing screen brightness
 - (B) Drinking coffee frequently
 - (C) **Stretching or yoga at regular intervals**
 - (D) Sitting closer to the screen
7. Air pollution is caused by:
- (A) Overuse of fertilizers
 - (B) Excessive use of machinery
 - (C) **Dust, solid particles, and gases in the air**
 - (D) Poor waste management
8. What must be avoided to prevent groundwater pollution?
- (A) **Excessive use of fertilizers and pesticides**
 - (B) Overuse of natural fertilizers
 - (C) Limiting irrigation practices
 - (D) Planting water-absorbing plants
9. Musculoskeletal problems can affect which parts of the body?
- (A) Lungs and heart
 - (B) **Neck, shoulders, and feet**
 - (C) Only muscles and skin
 - (D) Eyes and ears
10. How far should your monitor be from your eyes?
- (A) 10-15 inches
 - (B) **20-30 inches**
 - (C) 5-10 inches
 - (D) More than 40 inches
11. The full form of RSI is:
- (A) **Repetitive Strain Injury**
 - (B) Recurrent Stress Impact
 - (C) Repetitive Stress Illness
 - (D) Regular Strain Injury
12. On the keyboard, your fingers should rest on keys known as:
- (A) Function keys
 - (B) Numeric keys
 - (C) **Home keys**
 - (D) Special character keys
13. Computer Vision Syndrome can be caused by:
- (A) **Poor lighting and screen glare**
 - (B) Poor seating arrangements
 - (C) Prolonged screen time
 - (D) Low screen resolution
14. Prolonged use of electronics which reduce physical activity in children can lead to:
- (A) Hearing loss
 - (B) **Obesity**
 - (C) Muscular pain
 - (D) Behavioral issues
15. Artificial lighting from screens can suppress:
- (A) Serotonin
 - (B) **Melatonin**
 - (C) Cortisol
 - (D) Adrenaline
16. If a cord crosses a pathway, what should you do?
- (A) Remove it immediately
 - (B) **Mark it with hazard tape**
 - (C) Tape it under furniture
 - (D) Ignore it if it isn't a tripping hazard
17. An accident is:
- (A) A planned workplace incident causing harm

- (B) **An unplanned event causing harm or damage**
 - (C) A minor inconvenience during work
 - (D) A deliberate error by a worker
18. **During an evacuation process, who should handle the condition?**
- (A) The HR department
 - (B) Every employee
 - (C) **The coordinator**
 - (D) A safety inspector
19. **In case of power failure, what should you use for evacuation?**
- (A) Escalators
 - (B) Elevators
 - (C) **Stairs**
 - (D) Emergency slides
20. **Class D materials include:**
- (A) Liquids like oil and gasoline
 - (B) Solids like paper and wood
 - (C) **Volatile materials like magnesium**
 - (D) Explosive materials like TNT
21. **What number should you call during an emergency in India?**
- (A) 100
 - (B) 101
 - (C) **108**
 - (D) 111
22. **What does CPR stand for?**
- (A) Central Pulmonary Recovery
 - (B) **Cardio-Pulmonary Resuscitation**
 - (C) Cardiovascular Pressure Reduction
 - (D) Critical Patient Response
23. **Class B materials include:**
- (A) **Liquid, grease, and gas materials**
 - (B) Metals like potassium and sodium
 - (C) Solids like wood and paper
 - (D) Electrical wiring